

National
Aeronautics and
Space
Administration

PRE-TRAVEL AUTHORIZATION WORKSHEET

TRAVELER INFORMATION (official or legal name only)				
TRAVELER E-MAIL ADDRESS	NAME	ORG	PHONE	PAYING ORG CODE(S)
<u>(2)</u> nasa.gov				
POC/ALTERNATE E-MAIL ADDRESS	NAME	ORG	PHONE	<input type="checkbox"/> SEND COPY TO POC/ALTERNATE?
PURPOSE OF TRIP	PURPOSE DESCRIPTION (Name of meeting/presentation/conference/training, type of site visit, etc.)			

[illegible]

DATE	EXPENSES	COMMENTS	DATE	EXPENSES	COMMENTS
2	SPECIAL ITEMS	JUSTIFICATION RATE/AMOUNT/ETC.	FUNDING CODE(S) ISSUED BY ORGANIZATION BUSINESS OFFICE:	1st Account Code	2nd Account Code
	Actual Lodging		WBS		
	Non-Contract Fare		OBJECT CLASS		
	Special Travel Need		FUND		

